

Iron River Township
Assessor's Office Accessibility Policy

Assessor

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Property tax inquiries may be submitted to the Township Assessor by phone, fax, email or an in-person appointment. The Township Hall is open by appointment only. Please contact the Assessor to set up an appointment.

Taxpayer inquiries will be addressed within seven business days. Typical response time is one to two business days.

Request of public records maintained by the Assessing Office can be submitted to the Assessor. Requests may be subject to the attached Freedom of Information Act procedure by the Department of Treasury. Please visit <https://www.michigan.gov/treasury/about/foia-and-transparency> for more information.

Any concerns regarding an assessment are best handled prior to the March Board of Review (held during the second week of March). Many concerns can be resolved without formal petition. Please use the contact information above to discuss any items of concern with the assessor.

This department is responsible for real and personal property assessment functions in Iron River Township, for ensuring that all property is fairly and equally assessed among all taxpayers as required by Michigan Property tax laws, and for maintaining accurate assessment records.

Summary of Procedures and Guidelines

1. How To Submit Written Requests

Freedom of Information Act (FOIA) requests to the Michigan Department of Treasury (Treasury) can be sent by email or mail. A request must include the requesting person's complete name, address, and contact information. Contact information must also include a valid telephone number or electronic mail address. [MCL 15.233\(1\)](#)

Email

MIStateTreasurer@michigan.gov

Mail

*Michigan Department of Treasury
Attn. FOIA Coordinator
P.O. Box 30716
Lansing, MI 48909*

2. How To Understand Treasury's Written Responses To FOIA Requests

Treasury has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one ten-business day extension. After ten business days pass, Treasury must respond with one of the other options. If the request is granted or granted in part and denied in part, Treasury can also charge a fee to process the request. There is no fee for requests that do not require Treasury to incur costs above the threshold set in its procedures and guidelines. Fees are calculated using Treasury's procedures and guidelines and the requester will receive a detailed itemization of the fee. Treasury may require a good faith deposit before it processes a request. After any deposit and final balance due are paid, Treasury will produce records in its possession that fall within the scope of the request and that legally may be disclosed to the public. Treasury may also notify the requester that some of the records requested are available on its website.

If the request is denied, Treasury will inform the requester of the basis for its denial in a written notice. Reasons Treasury may deny a request include:

1. Requested records are not described well enough, and Treasury cannot determine what the requester is asking for
2. Treasury has determined that it does not have records in its possession that respond to the request
3. The requested records are exempt from public disclosure.

If all or part of a request is denied, Treasury will inform the requester of their right to appeal its denial to the head of Treasury and/or to file a lawsuit against Treasury in its written response.

3. Deposit Requirements

If Treasury estimates a fee to process a FOIA request greater than \$100.00, Treasury will require a good-faith deposit before providing the public records. The deposit shall not exceed one-half of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best effort estimate by Treasury regarding the time frame after a deposit is received that it will take Treasury to

provide the public records. The time frame estimate is not binding upon Treasury, but Treasury shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under Section 1 of the FOIA, [MCL 15.231](#), and the nature of the request in the particular instance.

4. Fee Calculations

The FOIA permits Treasury to charge a fee to process FOIA requests and will provide a detailed itemization of the costs involved. Treasury may charge for the following costs:

1. Labor for the search, location, and examination of public records
2. Labor for the review of public records and separation and deletion of exempt from nonexempt material
3. Non-paper physical media
4. Duplication and publication of public records
5. Labor for the duplication or publication of public records
6. Mailing public records

5. Avenues For Challenge And Appeal

If Treasury charges a fee or denies all or part of a request, the requester may submit to the head of Treasury a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced, or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the State Treasurer or the person designated by the State Treasurer to respond to written appeals.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ROBERT J. KLEINE
STATE TREASURER

POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS

- 1) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 2) Said requests may be directed to the township/city official and/or authorized individual responsible for said public records.
- 3) Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- 4) If verbal request is made, the responding township/city official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
- 5) The responding township/city official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
- 6) The responding township/city official and/or authorized individual shall be responsible for the production of the requested copies.
- 7) The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board/City Council.
- 8) If the request is for inspection of public record, the responding township/city official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- 9) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township/City Hall or the location where said public records are officially retained.
- 10) The responding township/city official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding township official/city and/or authorized individual and the requesting party.